

U.S. Embassy, Amman

Jordanian Student Intern Program

Vacancy Announcement

ANNOUNCEMENT NUMBER: JSIP 2016-28

OPEN TO: Students enrolled at accredited Jordanian universities

POSITION: Student Intern Volunteer – Information Systems Center (ISC)

OPENING DATE: March 16, 2016

CLOSING DATE: March 31, 2016

INTERNSHIP DURATION: Full time for the months of July and August

SALARY: None – voluntary work

The U.S. Embassy in Amman is seeking a university student for a summer intern position with the Information Systems Center.

INTERNSHIP OFFICE: Information Systems Center

JOB DESCRIPTION:

Duties will include:

Intern will be tasked to do an inventory for computer equipment in the Embassy. Intern may also assist staff with the computer, monitor, keyboard, UPS, printer replacement which is done on regular basis, also intern will be helping the ISC staff with their upcoming projects such as (Replacing computers for the life cycle replacement, Replacing standalone printers with network printers, etc.)

Intern should be willing to learn and work together with LAN Admin staff in the field to support user problem, such as network cable problem or configuring a network printer. He/she should be capable of lifting up to 40 pounds of CPU, printer or scanner also helping us by sending hard drives back to Frankfurt for destruction.

BASIC QUALIFICATIONS REQUIRED:

1. Must be student in the IT or engineering field.
2. Good knowledge of Microsoft Office.
3. Some knowledge of Windows XP and accurate typing.
4. Good knowledge of PC hardware, like replacing hard drive or installing additional memory.
5. Good knowledge of network cabling.

BASIC QUALIFICATIONS REQUIRED:

1. Be a full-time student at an accredited Jordanian university;
2. Must have bona fide intention of continuing to pursue education immediately following the internship. Last semester students will not be accepted;
3. Have university's permission;
4. Be in good academic standing; and
5. Good English. English proficiency will be tested.

NOTE: All candidates must address each selection criterion detailed above with specific and comprehensive information supporting each item. Supporting documentation must be included in the application for eligibility purposes.

TO APPLY:

Interested students for this position should submit the following or the application will not be considered:

1. C.V. or Resume.
2. Letter of Recommendation from a professor.
3. Copy of Jordanian Passport or copy of Residency Card if non-Jordanian.
4. Transcripts that provides student status.

SUBMIT APPLICATION TO:

Human Resources Office, U.S. Embassy, Amman, Jordan

Applications can be submitted electronically through AmmanInternship@state.gov.

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The U.S. Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.